

CITY OF TUALATIN

Classification Description

Job Title: Police Sergeant
Department: Police
Reports To: Police Captain
FLSA Status: Non-Exempt

SUMMARY: Performs supervision of officers and other assigned personnel, requiring the use of independent judgment. Performs general police services and crime prevention work. Assists in the training of officers and provides public education courses. Investigates complaints, conducts interviews, procures evidence, prepares full and comprehensive reports. Does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assigns, observes, reviews, evaluates and documents the work performance of employees for compliance with established department policies, procedures and standards.

Reviews work of officers and employees for content, accuracy and completeness.

Assists with in-service training of police officers, new and current, on proper methods and procedures of police work; identifies training needs through observation and professional development planning.

Conducts investigations; interviews complainants, witnesses, and suspects; procures evidence and prepares reports on investigations. Performs basic patrol and investigative functions, enforcing traffic and criminal laws, and appears in court as a witness.

Makes recommendations to the Chief of Police and Captain concerning hiring, assignment of work, performance, reward, transfer, promotion; initiates or takes disciplinary action as warranted.

Communicates with subordinate and superior officers; provides input to command staff from shift/unit; communicates and makes decisions based on independent judgment concerning the application of mission, goals, policies, procedures and standards; provides consistent direction; assist in the resolution of problems.

Directs briefing and planning activities of a shift or unit; reviews and determines assignments; makes recommendations concerning department policies, procedures and activities.

Maintains good working relationships with other law enforcement agencies on matters involving inter-jurisdictional activities.

Conducts public relations programs for the department and may be required to speak before community and civic groups.

May act as Public Information Officer; creating and releasing news reports in a timely manner, responding to media questions, updating the web page, creating articles for the City newsletter and generating crime prevention materials.

May be required to act in the capacity of Captain or Chief of Police in their absence.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISION: Directly supervises assigned employees. Responds to problems and questions of officers or other employees. May be required to interpret department policy and procedures. Responsible for directing and coordinating the activities of the employees under the Sergeant's command.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Uses intuition and experience to complement data; Designs work flows and procedures.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Delegation - Delegates work assignments; Sets expectations and monitors delegated activities.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.

Professionalism - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Uses equipment and materials properly.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Certificates, Licenses, Registrations: Must possess or be eligible for the Supervisory Certification offered by the Board on Police Standards and Training within one year of appointment. Possession of, or ability to secure possession of, a valid Oregon Driver's License.

Other Skills and Abilities: Thorough knowledge of methods, procedures, techniques and practices of police patrol and investigative work, and their applicability to specific situations. Thorough knowledge of federal, state and local laws and ordinances pertaining to law enforcement. Considerable knowledge of principles and methods of organization, supervision and administration. Considerable knowledge of police equipment, its operation and maintenance.

Ability to conduct criminal investigations, evaluate facts and information, and prepare written reports. Ability to understand oral and written instructions, and act on them accordingly. Ability to supervise and work effectively with other personnel. Ability to perform effectively in emergency situations. Ability to operate equipment safely and skillfully. Ability to review, evaluate, and prepare clear and comprehensive reports. Ability to speak before small and large groups. Ability to communicate clearly and effectively in both oral and written forms. Ability to establish and maintain cooperative and effective relationships with governmental officials, agencies, employees, and to deal courteously with the general public. Familiar with the geography and people of the City of Tualatin.

Necessary Special Requirements:

Age: Must be at least 21 years of age.

Vision: Uncorrected or corrected visual acuity of 20/20 in both eyes combined. Applicants with less than 20/200 uncorrected visual in both eyes must be rejected. Applicants whose uncorrected visual acuity is between 20/100 and 20/200 must have a separate eye exam administered by a licensed optometrist or ophthalmologist. Applicants must possess normal color discrimination, normal binocular coordination, and normal peripheral vision.

Physical ability: Applicants from outside the department must pass a physical agility test prior to appointment. An employment entrance examination and drug screen will be given to the new employee before beginning work.

Education: Graduation from high school or the equivalent and a two year Associate Degree in law enforcement or police administration required. If the applicant does not have a two-year degree, they must be able to obtain one within two years of appointment to the position. Possession of an Intermediate or Advanced Certificate from the Oregon Board on Police Standards and Training at the time of appointment and eligible to receive a Supervisory Certificate within two years of appointment to the position. At least three years of police experience in patrol and investigations. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the above.

Criminal Record: Must not contain any convictions more serious than minor traffic violations.

Driver's license: Possession of a valid Oregon driver's license at time of appointment; must have acceptable driving record.